

SC Enrich IEP Quick Reference Guide for Services

This guide provides step-by-step instructions for completing the Services section of the IEP in the SC Enrich IEP system.

The three types of services that may be considered when developing an IEP are Special Education Services, Related Services, and Supplementary Services. Here are instructions for each of these service types:

Special Education Services

From the drop down menu select Special Education/Specially Designed Instruction.

The screenshot shows the 'Services' form in the SC Enrich IEP system. The 'Special Education/Specially Designed Instruction' option is selected in the dropdown menu. The form includes fields for Location, Start date (5/22/2014), End date (5/21/2015), and Amount. A summary line shows 'Total average min/wk as of 5/22/2014 for selected services: 0.00'. An 'ADD SERVICE' button is at the bottom.

Select the category from the drop down menu.

The screenshot shows the 'Services' form in the SC Enrich IEP system with the dropdown menu open. The menu lists categories such as Behavior (Specialized Instruction), ELA, Life Skills, Math, Organization/Study Skills, Physical Education, Reading, Speech and Language (Specialized Instruction), Transition, and Writing. The 'ADD SERVICE' button is visible at the bottom.

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Once you select the category, select the role of the service provider from the drop down menu.

The screenshot shows a web interface titled "Services" with a "Help" icon. Below the title bar, there are two dropdown menus: "Special Education/§" and "Math". To the right of these are "Up", "Down", and "Delete" buttons. The main area contains a table with columns for "Service Provider Role", "Direct/Indirect", "Setting", and "Schedule:". A dropdown menu is open over the "Service Provider Role" column, listing various roles such as "Adapted Physical Education Specialist", "Assistive Technology Specialist", "Audiologist", "Behavior Specialist", "Bus/Vehicle Operator", "Counselor", "Interpreter", "Not specified", "Occupational Therapist", "Orientation and Mobility Specialist", "Paraprofessional", "Physical Therapist", "School Nurse", "School Psychologist", "Social Worker", "Special Education Teacher", and "Speech-Language Pathologist". Below the table, there is a summary row: "Total average min/wk as of 5/22/2014 for selected services: 0.00".

Additional boxes for direct/indirect and setting may appear below the service provider that will assist in calculating the LRE percentage. Select direct or indirect as appropriate for each service and designate whether the service will be provided inside or outside of the general education setting.

Complete the schedule section by providing service location, service start and end dates, and time and frequency. The amount of time will calculate automatically depending on your choices. If you need to add another service click +ADD SERVICE and repeat the previous steps. For most services, the amount of time should be entered as minutes or hours. The “times” option should only be used for transportation and/or nursing services. If a service will be provided both inside and outside of the general education classroom, the service will need to be entered as separate entries, splitting the time.

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Services Help

Special Education/ Math Up Down Details

Service Provider Role: Special Education Teacher

Direct/Indirect: Direct Indirect

Setting: Inside Outside General Education Classroom

Schedule: Location: Special Education Support Room

Start: 5/22/2014 End: 5/21/2015

Amount: 30 minutes daily

Average min/wk: 150

Total average min/wk as of 5/22/2014 for selected services: 150.00

[+ ADD SERVICE](#)

Complete this box if you have any other additional information to include regarding Special Education Services/Specially Designed Instruction.

Describe any specific directions, considerations, or delivery methods for special education, related services, and supplementary aids and services

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Related Services

From the drop down menu select Related Services

The screenshot shows the 'Services' interface. At the top, there is a dark header with the word 'Services' and a 'Help' icon. Below the header, there is a form with a dropdown menu currently showing 'Special Education/Specially Designed Instruction'. To the right of the dropdown are buttons for 'Up', 'Down', and 'Delete'. Below the dropdown, there are two more dropdown menus: 'Related Services' and 'Supplementary Aids and Services'. The 'Supplementary Aids and Services' dropdown has a small red box next to it that says 'Category is required'. Below these dropdowns, there is a 'Schedule:' section with a 'Location:' dropdown, 'Start:' and 'End:' date pickers (set to 5/22/2014 and 5/21/2015 respectively), and an 'Amount:' dropdown. At the bottom of the form, there is a text label 'Total average min/wk as of 5/22/2014 for selected services: 0.00' and a blue button with a green plus sign and the text 'ADD SERVICE'.

Select the category from the drop down menu.

This screenshot shows the same 'Services' interface as the previous one, but with the 'Related Services' dropdown menu open. The dropdown menu lists the following categories: Assistive Technology Services, Audiological Services, Behavior, Community Support Services, Counseling Services, Interpreter Services, Nursing Services, Occupational Therapy Services, Orientation and Mobility Services, Physical Therapy Services, Psychological Services, Recreation Services, Rehabilitation Counseling Services, Social Work Services, Speech and Language Services, Transportation, and Vision Services. The 'Physical Therapy Services' category has a small red box next to it that says 'Service is required'. The 'Total average min/wk as of 5/22/2014 for selected services: 0.00' label and the 'ADD SERVICE' button are also visible at the bottom.

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Once you select the service category, select the role of the service provider from the drop down menu.

The screenshot shows a web interface titled "Services" with a "Help" icon. Below the title bar, there are two dropdown menus: "Related Services" and "Occupational Therapy Services". To the right of these are buttons for "Up", "Down", and "Delete". The main area contains a table with columns for "Service Provider Role", "Direct/Indirect", "Setting", and "Schedule:". A dropdown menu is open over the "Service Provider Role" column, listing various roles such as "Adapted Physical Education Specialist", "Assistive Technology Specialist", "Audiologist", "Behavior Specialist", "Bus/Vehicle Operator", "Counselor", "Interpreter", "Not specified", "Occupational Therapist", "Orientation and Mobility Specialist", "Paraprofessional", "Physical Therapist", "School Nurse", "School Psychologist", "Social Worker", "Special Education Teacher", and "Speech-Language Pathologist". Below the table, there is a text field for "Total average min/wk as of 5/29/2014" and a value of "0.00" for selected services.

Additional boxes for direct/indirect and setting may appear below the service provider that will assist in calculating the LRE percentage. Select direct or indirect as appropriate for each service and designate whether the service will be provided inside or outside of the general education setting.

Complete the schedule section by providing service location, service start and end dates, and time and frequency. The amount of time will calculate automatically depending on your choices. If you need to add another service click +ADD SERVICE and repeat the previous steps. For most services, the amount of time should be entered as minutes or hours. The “times” option should only be used for transportation and/or nursing services. If a service will be provided both inside and outside of the general education classroom, the service will need to be entered as separate entries, splitting the time.

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Services ? Help

Related Services Occupational Therapy Services Up Down Delete

Service Provider Role: Occupational Therapist

Direct/Indirect: Direct Indirect

Setting: Inside Outside General Education Classroom

Schedule: Location: Occupational Therapy Room (Individual)

Start: 5/29/2014 End: 5/28/2015

Amount: 60 minutes monthly

Average min/wk: 13.8

Complete this box if you have any other additional information to include regarding Related Services.

Describe any specific directions, considerations, or delivery methods for special education, related services, and supplementary aids and services

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Supplementary Aids and Services

From the drop down menu select Supplementary Aids and Services

The screenshot shows the 'Services' form with the following fields and values:

- Service Category: Special Education/Specially Designed Instruction Related Services
- Service Type: Supplementary Aids and Services
- Location: (empty dropdown)
- Start: 5/29/2014
- End: 5/28/2015
- Amount: (empty dropdown)
- Total average min/wk as of 5/29/2014 for selected services: 0.00

Once you select the service category, select the role of the service provider from the drop down menu.

The screenshot shows the 'Services' form with the 'Service Provider Role' dropdown menu open. The selected service is 'Supplementary Aid' and 'Additional Educational Assistance'. The dropdown menu lists the following roles:

- Adapted Physical Education Specialist
- Assistive Technology Specialist
- Audiologist
- Behavior Specialist
- Bus/Vehicle Operator
- Counselor
- Interpreter
- Not specified
- Occupational Therapist
- Orientation and Mobility Specialist
- Paraprofessional
- Physical Therapist
- School Nurse
- School Psychologist
- Social Worker
- Special Education Teacher
- Speech-Language Pathologist

At the bottom of the form, there is an 'ADD SERVICE' button and a total average min/wk as of 5/29/2014 for selected services: 0.00.

Additional boxes for direct/indirect and setting may appear below the service provider that will assist in calculating the LRE percentage. Select direct or indirect as appropriate for each service and designate whether the service will be provided inside or outside of the general education setting.

Complete the schedule section by providing service location, service start and end dates, and time and frequency. For supplemental services, the amount of time should be entered as minutes or hours. The amount of time will calculate automatically depending on your

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choices. If you need to add another service click **+ADD SERVICE** and repeat the previous steps.

If a service will be provided both inside and outside of the general education classroom, the service will need to be entered as separate entries, splitting the time. The amount of time will calculate automatically depending on your choices. If you need to add another service click **+ADD SERVICE** and repeat the previous steps. (Additional Educational Assistance replaces the terms “shadow” and “one on one aide”.)

Services ? Help

Supplementary Aid: ▼ Additional Educational Assistance ▼ Up Down Delete X

Service Provider Role: Paraprofessional ▼

Setting: Inside Outside General Education Classroom

Schedule: Location: General Education Classroom ▼

Start: 5/29/2014 ▼ End: 5/28/2015 ▼

Amount: 60 minutes ▼ daily ▼

Average min/wk: 300

Total average min/wk as of 5/29/2014 ▼ for selected services: 300.00

Complete this box if you have any other additional information to include regarding Supplementary Aids and Services.

Describe any specific directions, considerations, or delivery methods for special education, related services, and supplementary aids and services

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